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| **Name of Grant Program:** Massachusetts 21st Century Community Learning Centers - Exemplary Programs Grant | **Fund Code:** 646 |

**Addendum D PROGRAM INCOME [OST Only]**

**As per federal requirements, any program that charges a fee to attend a federally funded 21st CCLC program MUST adhere to the following guidelines:**

* All income must be expended during the award period to supplement, enhance, or otherwise improve 21st CCLC programming and not supplant other funding sources. This may include but is not limited to educational field trips, additional qualified staff, summer programming, and transportation costs. Please note these funds cannot be used to purchase food for family or end of session celebrations,
* **Students that would qualify for free lunch *cannot* be charged a registration or program fee to participate in grant funded programming** and a reasonable sliding fee scale may be established for all others. Grantees are encouraged to utilize the sliding fee scale for income eligible families established by the Department of Early Education and Care as a guide for developing a fee schedule.
* In all program related materials, grantees must clearly state that the out-of-school time is funded through a federal 21st CCLC grant and that any child eligible for free lunch may attend the program at no cost.
* The grantee must demonstrate that there are established procedures in place for monitoring, accounting, and reporting of program income.
* Income generated without prior approval from the Department (DESE) or that does not adhere to the above criteria will be used to proportionally reduce the federal grant award.
* Grantees are required to report on any program income and expenditures related to 21st CCLC program operations.

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| Did the applicant site(s) collect program income in FY2021? | | |  | | | YES |  | | NO |
| Will the applicant site(s) collect income in FY2022? | | |  | | | YES |  | | NO |
| **If you answered Yes to the above, please provide the information below.** | | | | | | | | | |
| If yes, check all that apply |  | School year | |  | Summer | | | | |
| Please indicate the per student cost to attend the program | $ | | | Indicate the % of students that paid a fee to attend in FY2021 | | | | % | |
| For FY2021 please indicate the total amount of funds generated from program income. | | | | | | | | $ | |
| For FY2022 please indicate the total amount of funds expected to be generated from program income. | | | | | | | | $ | |

1. Please describe the process for determining the per student cost to attend, how a sliding fee is used, and how you ensure that families that would be eligible to receive free or reduced-price lunch fully understand that cost should not be a deterrent from participation.
2. Describe the procedures in place for monitoring, accounting, and reporting of program income.

* Describe how funds collected though program fees are/will be used to supplement current program expenditures. Be specific in describing how program fees are used to support and enhance the grant funded program and expenses. Please note all funds generated from program fees must be used in the same manner as the grant funds.